



Summerfield Primary School

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www.summerfieldprimary.co.uk

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Dear Parents,

We are very pleased to announce that from September 2016 Summerfield Primary School will be introducing new online learning journeys!

Using a piece of educational software called 'Tapestry' every child will have their own individual learning journal. By logging on with a secure username and password you will be able to access your child's journal. Parents are only able to view their own child's journal and all information is stored on a highly secure server, which is monitored closely.

We know how much your children like to bring home their work to show you. Therefore, any work to be included on their learning journal will be photographed and added with an explanation of the learning that took place.

Tapestry allows you, as your child's primary educator, to add observations and photographs of your own as well as share your comments. We love to hear about learning and WOW moments from home to share with your child in school.

Because children play in close proximity with their friends it does not reflect a true picture of their time at school if photographs are only of a single child. Therefore photographs of your child may appear on their friends learning journeys.

E-safety is extremely important to us and therefore we ask you to provide us with the following information and to sign the agreement to show that you have read, understood and agree with our guidelines.

If you have any questions, please feel free to ask.

Yours sincerely,

Miss Charlesworth
FS2 Teacher

Online Learning Journey – Parents' Guide

Introduction

All FS2 children have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

We use Tapestry, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journey and, in addition to viewing our contributions; we encourage you to add to it by uploading photos and comments, or commenting on observations made by us.

Where do I start?

Once you have given us an email address, we will set up an account for you.

Go to <https://tapestryjournal.com/> on your computer, or if you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section (search for Tapestry Mobile). Login using your email address and the password we give you. We strongly recommend that you change your password on your first visit.

Changing your settings

On the computer

At the top right of your screen you will see your name, and selecting this will give you the option to 'Edit Preferences'. Choose this option and you will be presented with a screen giving you the option to change your email address and password.

You also have the option to receive an email whenever a new observation is added to your child's Learning Journey – just tick or untick the relevant box if you would like to change this setting.

On iPhone/iPad

To change your settings on the iPhone/iPad app, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

Viewing my child's Learning Journey

Once logged in, you will see your child's observations on your home screen in a list – selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to – and we would love to receive such comments!

Adding an entry to my child's Learning Journey

Choose the 'Add Observation' option (or the 'plus' icon on your iPhone/iPad) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back to the home screen at any time by choosing 'home'.

Let us know how you get on!

To be returned to school

Agreed guidelines for accessing and using
Tapestry 'Online Learning Journeys'

As a parent I will...

- **Not** publish any of my child's observations or photographs on any social media site.
- Keep the login details within my trusted family.
- I accept that my child's photograph may appear on their friends learning journal account and I may see pictures of my child's friends on my child's personal account.
- I will speak to a member of staff if I experience any difficulties accessing my child's learning journey.
- I agree to the above guidelines and have read accompanying information sheets.

Print name: _____

Name of child: _____

Signature: _____ Date: _____

Email address: _____

By signing and returning this form and providing us with an e mail address you agree to Summerfield Primary School creating a Tapestry online learning journey for your child. You will be provided with your own personal login in due course. This will allow you to view and contribute to your child's online learning journey.

